

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SOCCCD District-wide Strategic  
Plan 2011-2014  
*ANNUAL REPORT*

2012

SOCCCD Office of Research, Planning and Data Management

## Table of Contents

Introduction .....	2
Summary by Goal .....	2
District-wide Strategic Plan 2011-2014 Annual Report – full version .....	3
District-wide Goal 1 - Summary .....	4
District-wide Goal 2 - Summary .....	5
District-wide Goal 3 - Summary .....	6
District-wide Goal 4 - Summary .....	7
District-wide Goal 5- Summary .....	8
District-wide Goal 6 - Summary .....	9
APPENDIX 1 – SOCCCD DISTRICT-WIDE STRATEGIC PLAN 2011-2014 – ANNUAL REPORT -Full Version.....	10
APPENDIX 2 – DISTRICT-WIDE STRATEGIC PLANNING COUNCIL RETREAT INFORMATION .....	11

## ***SOCCCD District-wide Strategic Plan 2011-2014 Annual Report***

### **Introduction**

In the first year of the South Orange County Community College District's District-wide Strategic Plan 2011-2014, strides were made in implementing and moving towards accomplishing the goals, objectives and action steps outlined in the plan. The SOCCCD District-wide Strategic Plan 2011-2014 includes 6 goals, 14 objectives and 76 action steps. In this first year, 29% (4) of the 14 objectives were completed or close to completion and 47% (36) of the action steps are completed.

On May 30, 2012 at the Mission Viejo Country Club, members of the District wide Planning Council gathered for an all-day retreat. Over 30 participants at the retreat included representation from all the shared governance groups across the colleges and district services. The day started with an overview of the year-old SOCCCD District wide Strategic Plan 2011-14 and the goals for the days included to 1) review, evaluate, and document the 2011-12 progress of the strategic plan; 2) evaluation of the entire strategic plan and 3) assess changes to the plan and plan the council's agenda for the upcoming year. The group was split into 6 tables, each focusing on one of the 6 goals and accompanying objectives and action steps. Each table had a facilitator to guide the discussion and a note-taker to record the assessment of progress to date. The morning and afternoon sessions were filled with constructive discussion on the evaluation and adjustments or changes needed to the strategic plan. All of the discussions were documented and shared with the entire group. In the later part of the afternoon the group spent time on further evaluating the strategic plan as a whole and setting an agenda for the upcoming year for the District-wide Planning Council.

*(See Appendices for more information on the retreat)*

### **Summary by Goal**

The tables starting on page 4 summarize the goals, objectives and action steps outlined in the strategic plan. The last column in the table includes a quantitative summary on the progress to date. In each table there are highlights of the major accomplishments for the 2011-12 year and work that needs to be done in 2012-2013 year.

## **District-wide Strategic Plan 2011-2014 Annual Report – full version**

The full version of the SOCCCD District-wide Strategic Plan 2011-2014 Annual Report is included after the summary tables in Appendix 1. This report is generated by using the software called TracDat. This program, which is accessible via the internet, provides an account to all members of the District-wide Planning Council to view the strategic plan, and also add progress and evaluation to objectives and action steps in the plan.

DRAFT

## District-wide Goal 1 - Summary

<p><b>SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.</b></p>		
<p><b>Summary of objectives and action steps in Goal 1</b></p>	<p>There are 3 major objectives and 17 actions steps around the following items:</p> <ul style="list-style-type: none"> <li>• Identify barriers to collaboration and cooperation</li> <li>• Board Policy on mutual respect</li> <li>• Development of a climate survey</li> <li>• Chancellor’s communication with employees</li> <li>• Relocation plan for District Services</li> </ul>	<p>Of the 3 objectives</p> <ul style="list-style-type: none"> <li>• 3 are in progress</li> </ul> <p>Of the 17 action steps</p> <ul style="list-style-type: none"> <li>• 6 are completed</li> <li>• 11 are in progress</li> </ul>
<p><b>Goal 1 Accomplishments in 2011-2012</b></p>	<p>The chancellor and the college presidents worked on identifying the top barriers to collaboration and cooperation across the district and developed strategies to address the issues.</p> <p>A Board Policy has been drafted on mutual respect and this will be reviewed at the colleges.</p> <p>The chancellor has made concerted efforts to communicate to all employees with the “Perspective” newsletter, holding college forums and continuing to send “Board Meeting Highlights.”</p>	
<p><b>Goal 1 Areas of focus in 2012-2013</b></p>	<p>The work on addressing barriers to collaboration and cooperation across the district will continue.</p> <p>A district-wide climate survey will be administered in the fall 2012 to gauge perceptions of the district and college climates.</p>	

## District-wide Goal 2 - Summary

SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the District.		
<p><b>Summary of objectives and action steps in Goal 2</b></p>	<p>There is one major objectives and 5 actions steps around the following items:</p> <ul style="list-style-type: none"> <li>• Increase completion rates for degrees, certificates and transfer-ready – 5% annually</li> <li>• Professional development on student success factors</li> <li>• Develop a venue for sharing student preparedness and success</li> <li>• Identify and support best practices and innovations</li> </ul>	<p>Of the 1 objectives</p> <ul style="list-style-type: none"> <li>• 1 is in progress</li> </ul> <p>Of the 5 action steps</p> <ul style="list-style-type: none"> <li>• 5 are in progress</li> </ul>
<p><b>Goal 2 Accomplishments in 2011-2012</b></p>	<p>The colleges have been documenting their work on the activities related to increasing degree, certificate and transfer rates. Some of the highlighted programs are the Basic Skill Initiative workshops, involvement in the state-wide student success task force, and planning for a Student Success Summit in 2013.</p>	
<p><b>Goal 2 Areas of focus in 2012-2013</b></p>	<p>After review of this year’s work on goal 2, the District-wide Planning Committee felt that a dedicated and focused committee or task force needed to be formed to address and coordinate the various aspects of student success and completion rates. This year will be focused on forming this group and coordination district-wide.</p>	

### District-wide Goal 3 - Summary

<b>SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.</b>		
<p><b>Summary of objectives and action steps in Goal 3</b></p>	<p><i>There is one major objective and 6 actions steps around the following items:</i></p> <ul style="list-style-type: none"> <li>• <i>SOCCCD Technology Plan 2011-2015</i></li> <li>• <i>Determine components and responsibilities for the technology plan</i></li> <li>• <i>Feedback and development of the plan</i></li> </ul>	<p>Of the 1 objectives</p> <ul style="list-style-type: none"> <li>• 1 is in progress</li> </ul> <p>Of the 6 action steps</p> <ul style="list-style-type: none"> <li>• 5 are completed</li> <li>• 1 is in progress</li> </ul>
<p><b>Goal 3 Accomplishments in 2011-2012</b></p>	<p>The completion of a District-wide Technology Plan. This plan was utilized to support requests for Basic Aid Technology funding in the new BAARC process.</p>	
<p><b>Goal 3 Areas of focus in 2012-2013</b></p>	<p>The plan was completed, but was rushed in a reduced timeline. In 2012-2013 more time will be allocated to review and get further feedback on the District-wide Technology plan. Additionally, district-wide meetings will be planned to review and explain the technology plan.</p> <p>A companion District-wide Technology Governance Plan will be developed in 2012-2013.</p>	

## District-wide Goal 4 - Summary

SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated District-wide planning.		
<p><b>Summary of objectives and action steps in Goal 4</b></p>	<p>There are 3 major objectives and 20 actions steps around the following items:</p> <ul style="list-style-type: none"> <li>• Model for District-wide long and short term planning. (part of Planning and Decision Making Manual)</li> <li>• District Services Administrative Unit Reviews</li> <li>• Resource allocation processes that ensure expenditures are linked to planning priorities</li> <li>• Annual report on the progress of the District-wide Goals</li> </ul>	<p>Of the 3 objectives</p> <ul style="list-style-type: none"> <li>• 3 are in progress</li> </ul> <p>Of the 20 action steps</p> <ul style="list-style-type: none"> <li>• 9 are completed</li> <li>• 11 are in progress</li> </ul>
<p><b>Goal 4 Accomplishments in 2011-2012</b></p>	<p>The following were accomplished in 2011-2012:</p> <ul style="list-style-type: none"> <li>○ The establishment of the District-wide Planning Council – a shared governance council which oversees planning and recommends planning and decision making.</li> <li>○ Completion of the first SOCCCD Planning and Decision Making Manual – including the model for the long and short term planning processes.</li> <li>○ Completion of the first SOCCCD District Services Administrative Unit Reviews.</li> <li>○ Completion of important planning documents – the multi-volume Educational Facilities Master Plan and the District-wide Function Map.</li> <li>○ Creation of a draft District-wide Budget and Planning Handbook</li> </ul>	
<p><b>Goal 4 Areas of focus in 2012-2013</b></p>	<p>The District-wide Planning Council will oversee the updates and edits to the planning documents which include the District-wide Function Map, District-wide Planning and Decision Making Manual and District-wide Budget and Planning Handbook.</p>	

## District-wide Goal 5- Summary

<p><b>SOCCCD will develop, document and implement data-driven District-wide decision-making processes that are collaborative, transparent, efficient and effective.</b></p>		
<p><b>Summary of objectives and action steps in Goal 5</b></p>	<p>There are 2 major objectives and 10 actions steps around the following items:</p> <ul style="list-style-type: none"> <li>• Assess the District-wide Planning and Decision-Making Manual</li> <li>• Develop a District-wide Climate survey to assess perceptions of the district-wide climate, decision-making and resource allocation process.</li> </ul>	<p>Of the 2 objectives</p> <ul style="list-style-type: none"> <li>• 2 are in progress</li> </ul> <p>Of the 10 action steps</p> <ul style="list-style-type: none"> <li>• 5 are complete</li> <li>• 5 are in progress</li> </ul>
<p><b>Goal 5 Accomplishments in 2011-2012</b></p>	<p>The development of a district-wide climate survey was the focus during the 2011-2012 year. The research and planning offices at the colleges and district services collaborated and tested pilot climate questions in employee surveys. The results of the pilot questions are the basis for the district-wide climate survey which will be administered in the fall of 2012.</p>	
<p><b>Goal 5 Areas of focus in 2012-2013</b></p>	<p>This year the first district-wide climate survey will be created and sent to all employees. The results will be analyzed during the spring 2013 semester.</p>	

## District-wide Goal 6 - Summary

SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.		
<p><b>Summary of objectives and action steps in Goal 6</b></p>	<p>There are 4 major objectives and 18 actions steps around the following items:</p> <ul style="list-style-type: none"> <li>• ATEP – Define responsibilities for the use and maintenance</li> <li>• Develop a 3-5 year site development plan</li> <li>• Develop an external scan to be used for planning</li> <li>• Define college service areas within the District service areas</li> </ul>	<p>Of the 4 objectives</p> <ul style="list-style-type: none"> <li>• 2 are completed</li> <li>• 2 are in progress</li> </ul> <p>Of the 18 action steps</p> <ul style="list-style-type: none"> <li>• 11 are completed</li> <li>• 7 are in progress</li> </ul>
<p><b>Goal 6 Accomplishments in 2011-2012</b></p>	<p>The following were accomplished in the 2011-2012 year.</p> <ul style="list-style-type: none"> <li>○ An ATEP site plan was developed collaboratively with both college presidents. The plan was approved by the Board of Trustees and funding was adjusted to support the plan.</li> <li>○ The components of and timeline for the ATEP site development was identified, a plan was circulated for review by the colleges and then approved by the Board of Trustees.</li> <li>○ Discussions and research on the components need for a district-wide external scan to be used for planning also occurred.</li> <li>○ Discussions around the college service areas within the district occurred, a draft policy was developed and a resolution was adopted by the Board of Trustees that provided clear and detailed direction for the college's individual service area.</li> </ul>	
<p><b>Goal 6 Areas of focus in 2012-2013</b></p>	<p>In the 2012-2013 year an assessment of needs, timeline and potential companies to assist in the development of an external scan will be conducted.</p> <p>More work on the college service area will be done by the presidents in developing a board policy and memorandum of understanding addressing coordination of curriculum.</p>	

**APPENDIX 1 – SOCCCD DISTRICT-WIDE STRATEGIC PLAN 2011-2014 – ANNUAL REPORT -Full Version**

***---Insert TracDat 5 Column Report on Strategic Plan ---***

**APPENDIX 2 – DISTRICT-WIDE STRATEGIC PLANNING COUNCIL RETREAT INFORMATION**

***AGENDA - District-wide Strategic Planning Council Retreat  
May 30, 2012***

**Goals for the Day:**

1. Review and evaluate 2011-2012 progress on the District-wide Strategic Plan 2011-2014
  - a. Document evaluation of each area
2. Evaluation the District-wide Strategic Plan 2011-2014
3. Assess changes and set agenda for 2012-2013

<i>Time</i>	<i>Agenda Item</i>	<i>Responsible Party</i>
<b>9:15 – 9:25 (10 min)</b>	<b>Welcome</b>	Chancellor
<b>9:25 – 9:55 (30 min)</b>	<b>Refresher on the District-wide Strategic Plan <i>Agenda of the day</i></b>	Director of Research & Planning
<b>10:00 –10:30 (30 min)</b>  <b>10:30 – 11:00 (30 min)</b>	<p align="center"><b>Break into groups and review</b></p> <ul style="list-style-type: none"> <li>• <i>Focus on accurate reporting of progress for each goal by objectives and action steps completed</i></li> <li>• <i>For each group – they may have 2 major objectives and should focus on the first set in the first 20 min. and the next set on the following 20 min.</i></li> <li>• <i>Have note takers capture discussion for report out.</i></li> </ul>	Group break-out Session
<b>11:00-11:30</b>	<b>Report out</b> <i>Major progress for each goal</i>	All
<b>11:30-11:45</b>	<b>Discussion of progress as a group</b>	All
<b>12:00 – 1:00</b>	Lunch	
<b>1:00 – 1:30</b>	<p align="center"><b>Evaluation of Strategic Plan to date</b> Break into same groups</p> <ul style="list-style-type: none"> <li>• <i>What worked?</i></li> <li>• <i>What can be adjusted?</i></li> </ul>	Group break-out Session
<b>1:30-2:00</b>	<b>Report out</b>	All
<b>2:00 – 2:30</b>	<b>Suggestion for DWSP 2012-13 AY</b>	All
<b>3:00 – 3:30</b>	<p align="center"><b>2012-2013 DWPC Topics</b></p> <ul style="list-style-type: none"> <li>• ATEP Vision and Mission Statements</li> <li>• Reminders for the summer – due June 30<sup>th</sup> <ul style="list-style-type: none"> <li>• Updates to the Planning Documents (Function Map, Planning and Decision-Making Manual)</li> <li>• Each District-wide Council/Committee conduct a self-assessment (see pg. 26-28 of the Planning and Decision-Making Manual)</li> </ul> </li> </ul> <p><b>Agenda items for 12-13</b></p> <ul style="list-style-type: none"> <li>• Evaluation of Planning Process</li> <li>• Climate Survey in the Fall 2012</li> <li>• Calendaring for 2012-2013                             <ul style="list-style-type: none"> <li>○ meet every 2 months (September, November, February, April, May Retreat)</li> </ul> </li> </ul>	Chancellor & Director of Research & Planning
<b>3:30-4:00</b>	<b>Summary and Closing</b>	Chancellor

**District wide Planning Council Retreat**  
**May 30, 2012**  
**Facilitator & Note taker Role**

**Facilitators Role:**

**1<sup>st</sup> Group Session (10:00-11:00):**

***\*The objective of this session is to focus on the evaluation of the goal and objective. You may want to go through each action step but could also review the entire objective as a whole. The purpose of this time is to focus on what has worked or not and what are the next steps.***

1. ***Designate who will report out to the group.***
2. Please be aware we will have an hour for these discussions but will stop at a 30 minute point to make sure you are able to cover the assigned objectives.
3. Please organize the discussion around the time given.
4. Please lead discussion on evaluating the goal/objective/action steps.
  - a. What was done well and what needs improvement? You may want to review each action step or objective as a whole.
5. You may want to use the flip chart to record notes from the discussion.
6. Please summarize the discussion for your note taker. The note takers will take notes that will be used to summarize each group's discussion and used in the final progress report.

**2<sup>nd</sup> Group Session (1:00-2:00):**

***\*The objective of this session is to focus on the evaluation of the entire Strategic Plan.***

1. ***Designate who will report out to the group.***
2. Discussion of the Strategic Plan as a whole but you can focus on your originally assigned goal/objective(s) or the plan as a whole.
3. What are the things that are working and what are things that aren't?
  - a. Is the organization clear?
  - b. How does the plan link to the college strategic plans?
  - c. What can be leveraged to increase efficiencies in the District wide Strategic Plan?
4. What can be changed or adjusted?

**Note takers Role:**

1. Work with the facilitator to organize and document the session.
2. Make sure the facilitator is aware of the time.

## **District-wide Planning Council Retreat Group Break-out Session**

<b>Groups</b>	<b>Goal 1</b>	<b>Goal 2 &amp; 4</b>	<b>Goal 3</b>	<b>Goal 4</b>	<b>Goal 5</b>	<b>Goal 1 &amp; 6</b>
<b>Facilitator</b>	<b>Gary Poertner</b>	<b>Denice Inciong</b>	<b>Bob Bramucci</b>	<b>Kim McCord</b>	<b>David Bugay</b>	<b>Randy Peebles</b>
<b>Objectives</b>	<b>Objective 1.1, 1.2, 1.3</b>	<b>Objective 2.1 &amp; 4.1</b>	<b>Objective 3.1</b>	<b>Objective 4.2 &amp; 4.3</b>	<b>Objective 5.1 &amp; 5.2</b>	<b>&amp; Objective 6.1 – 6.4</b>
<b>Action Steps</b>	<b>17 action steps</b>	<b>17 action steps</b>	<b>6 action steps</b>	<b>9 action steps</b>	<b>10 action steps</b>	<b>18 action steps</b>
<b>Note taker</b>	Grace Garcia	Natalie Estrada	Daune Main	Joyce Bartlomain	Beverly Johnson	Sandi Sembiazza
<b>Members:</b>	Tod Burnett	Claire Cesareo-Silva	Bob Cosgrove	Teddi Lorch	Brandye D'Lena	Craig Justice
	Dennis Gordon	Jerilyn Chuman	Jacqueline Zimbalist	Davit Khachatryan	Kathy Schmeidler	Don Busche
	Glenn Roquemore	Gwen Plano	Chris Tarman	Carol Hilton	Nicole Ortega	Kathy Werle
	Tere Fluegeman	Lisa Davis Allen	Patti Flanigan	Don Mineo		

*The District-wide Strategic Plan 2011- 2014 is designed to be a living, frequently-used document which invites the recording of progress on the action steps in the shaded areas of each page. The reports of progress will be consolidated annually to produce an Annual Progress Report.*

### **Goals for the Retreat:**

- Review and evaluate 2011-2012 progress
- Evaluation the District-wide Strategic Plan 2011-2014
- Assess changes and set agenda for 2012-2013

**District wide Planning Council Retreat Debrief**  
**Facilitators and Note takers**  
**June 8, 2012**

- I. Preparation for Retreat
  - a. What worked well?
    - Organized – tight format
    - Reminders and Packet of Information/Handouts
    - Use of flip charts for report out – helped with tracking presentation
  - b. What could be improved?
    - Use of post-its
      - Ability to mark things on the flip chart
      - Differentiate between individual input (vs. group input)
      - Add comments to what was written on the flip charts
      - Vote
    - Use of stickers (dots) to vote – other groups can give feedback on other tables
- II. Facility – location, size of room, tables, etc.

\*\*Final headcount was approximately 36-37 people

  - a. What worked well?
    - Room at MV Country Club was sufficient but could have been larger
    - Food was excellent
  - b. What could be improved?
    - Larger room for space to walk around
    - Internet connection was bad
    - A little hard to hear each other
    - Take time to go outside – not be sitting as much
- III. Group Discussions
  - a. Time allotted
    - Good timeline and kept the group on track
  - b. Dynamic of group
    - Build in more time for everyone to participate in the feedback/report out of the groups
  - c. Facilitators perspective
    - Use of stickers for voting – could be used for break-out session
    - Suggestion Box – at lunch people can add suggestions
    - Incorporate Ice Breakers at the beginning of the day for people to get to know each other better
      - “What is something you everyone here wouldn’t know about you?” Game
    - Afternoon session always seems to be harder and we run out of steam
      - Make the afternoon session more active – be outside or moving around more
    - Have groups move to other tables so they learn about other goals/objectives
    - Group Photo for the Day – marks event
  - d. Note takers perspective
    - Sufficient preparation and had needed materials – pens, flip charts, lap tops, etc.
- IV. Overall Impressions
  - Generally successful day
  - Productive feedback
  - Everyone was respectful